



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
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WASHINGTON DC 20374-5065

IN REPLY REFER TO

NAVFACINST 1601.3M  
SR

09 NOV 2001

NAVFAC INSTRUCTION 1601.3M

From: Commander, Naval Facilities Engineering Command

Subj: NAVFACENGCOM HEADQUARTERS COMMAND DUTY OFFICER WATCH  
INSTRUCTION

- Encl: (1) Authority, Organization, and Responsibilities of the Watch  
(2) Command Duty Officer Reference Materials  
(3) Command Duty Officer Watch Procedures  
(4) Unplanned Closure of Headquarters  
(5) Front Office Call Transfer and Voice Mail Programming Instructions  
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(14) Bomb Threats  
(15) Aviation Facility Licenses

1. Purpose. To publish instructions for administering the Naval Facilities Engineering Command (NAVFACENGCOM) Command Duty Officer (CDO) Watch. This instruction has been revised in its entirety.

2. Cancellation. NAVFACINST 1601.3L.

3. Scope. The NAVFACENGCOM CDO Watch is maintained to ensure continuity of the Command's functions after regular working hours. While in duty status, the CDO shall act as the direct representative of the Commander in all matters of interest to the Command. General instructions for the CDO are set forth in enclosures (1) through (15).

4. Action. CDOs will familiarize themselves and comply with enclosures (1) through (15).

J. E. SURASH  
Director of Seabee Readiness

NAVFAC INSTRUCTION 1601.3M

Distribution:  
NAVFACHQ Intranet

Copy to:  
CDO Briefcase

AUTHORITY, ORGANIZATION, AND RESPONSIBILITIES OF THE WATCH

1. Authority. The CDO is the official representative of the Commander, Naval Facilities Engineering Command and the Chief of Civil Engineers. The CDO acts for and with the authority of the Commander during assigned periods of duty. Full authority may be exercised to take whatever actions are deemed necessary under prevailing circumstances to include calling on all command personnel, military or civilian, for assistance as needed. This delegation of authority shall not be construed to authorize departure from established rules, regulations, or policies of the Command. While this instruction sets forth certain procedures, there is no intent to cover all possible situations, nor is there any intent to prevail over common sense and sound judgment on the part of the CDO.

2. Organization

a. Senior Watch Officer. The Director, Seabee Readiness (SR) is designated the Senior Watch Officer and is responsible for administering NAVFACENGCOMHQ duty procedures. SR shall take final action on all matters regarding duty matters.

b. Assistant Senior Watch Officer. The Head, Seabee Doctrine, Policy and Operations Branch (SRD) acts as assistant for all matters concerning the watch. In the absence of SR, SRD shall assume the Senior Watch Officer responsibilities.

c. Watchbill Coordinator. The Military Manpower Section (SRM) Yeoman is the watchbill coordinator, responsible for developing and maintaining the monthly watchbill.

d. Watchstanders. All officers of the rank of Commander and below, and all enlisted personnel in paygrades E-7 and E-8 assigned to NAVFACENGCOMHQ, except for Executive Assistants and Flag Aides, shall be assigned as the CDO on a rotational basis.

3. Responsibilities

a. Senior Watch Officer

(1) The Senior Watch Officer shall ensure the monthly watchbill is developed and distributed to all CDOs, the Executive Assistant to the Commander (00B), the Flag Aide (00A), the Flag Secretaries (00S and 09S), Group Captains, and Senior Executive Service members, by the 20th of the month.

(2) The Senior Watch Officer shall conduct quarterly training of all CDOs.

(3) The Senior Watch Officer shall ensure the accuracy and completeness of the CDO reference materials as listed in enclosure (2). Reference documents shall be revised and republished as necessary. The Senior Watch Officer shall ensure all materials, especially recall bills, are reviewed on a quarterly basis and updated as required.

c. Watchbill Coordinator. The watchbill coordinator shall prepare the monthly watchbill utilizing a rotational assignment among all eligible watchstanders. All eligible watchstanders shall provide upcoming leave/travel information to the watchbill coordinator by the 15th of the month. Watchstanders ordered to three or more weeks TAD or assigned NDW CACO watch will be excused from standing the watch in that month. Watchstanders on emergency leave will be excused during the period of leave.

b. Watchstanders

(1) Individual watchstanders shall arrange replacements after distribution of the watchbill except in emergencies. Regular leave, TAD, and special assignments are not normally considered emergencies and such watchbill change requests must be submitted in writing to the Watchbill Coordinator, with a copy to the Assistant Senior Watch Officer, specifying a replacement.

(2) Watchstanders will stand duty from 0800 on the assigned day until 0800 on the following workday, according to the procedures outlined in enclosure (3) of this instruction.

(3) Each watchstander is responsible for reviewing the accuracy and completeness of the CDO reference materials listed in enclosure (2) of this instruction. Improvements, corrections, and clarifications shall be clearly posted, dated and initialed in the materials by the CDO and notification provided to the Assistant Senior Watch Officer.

c. Supernumerary. The watchbill will list supernumerary watchstanders to stand duty in the event of emergencies involving the scheduled watchstander. If the CDO becomes ill or incapacitated while on duty, the remainder of the watch will be stood by a supernumerary. Reliefs under these circumstances will be arranged by the incapacitated watchstander contacting one of the supernumerary watchstanders in order listed. Once the watch has been transferred, the relieved watchstander shall notify the Assistant Senior Watch Officer and 00B.

COMMAND DUTY OFFICER REFERENCE MATERIALS

1. The CDO reference material includes the following:
  - a. CDO Duty Binder in the briefcase consisting of:
    - (1) NAVFACINST 1601.3M, Headquarters Command Duty Officer Instruction
    - (2) Summary of Routine Responsibilities
    - (3) Front Office Call Transfer and Voice Mail Instructions
    - (4) Recall Phone Numbers
    - (5) Downloading Unclassified Message Instructions
    - (6) Incoming Classified Message Instructions
    - (7) INFOCON Procedures
    - (8) Security Office/Alarm System and Door Locking Instructions
    - (9) Property Passes
    - (10) CDO Pass Down Log
    - (11) Unclassified Message Preparation and Release Procedures
    - (12) Special Reporting Guidance (OPREP-3/SITREP)
    - (13) Force Protection Condition (FPCON) and Defense Condition (DEFCON) Information
    - (14) NAVFAC Contingency Contracting Capabilities (NFESC and CONCAP)
    - (15) STU-III Classified Phone Instructions
    - (16) CDO Logbook
  - b. The CDO Briefcase includes the following loose items:
    - (1) Duty Pager
    - (2) Duty Cellular Phone, with charger
    - (3) A master key to NAVFACENGCOMHQ office spaces and mailroom
    - (4) The door key for doors in the stairwell at the northwest corner of the Sanger Quadrangle
    - (5) A screwdriver (for resetting perimeter doors)
    - (6) The door key for the Security Office (in a sealed manila envelope)
  - c. CDO Reference Binder at the SRM Yeoman's desk contains:
    - (1) NAVFAC P-1
    - (2) Department of Defense Telephone Directory
    - (3) FPCON definitions and measures
    - (4) OPNAVINST 3100.6F, Section X, OPREP-3 Navy Blue
    - (5) USN Flag Roster
2. Upon assuming the watch, the CDO shall ensure all reference materials are accounted for.

COMMAND DUTY OFFICER WATCH PROCEDURES

1. Tour of Duty

a. The watchstanding procedures depend on the current Defense Readiness Condition (DEFCON) as established by the Chief of Naval Operations and Force Protection Condition (FPCON) as established by the Commander, Naval District Washington. Under normal peacetime conditions:

(1) The duty starts at 0800 on the assigned workday and ends at 0800 the following workday. The CDO's primary responsibility is to represent the Commander, Naval Facilities Engineering Command, after working hours. In addition, the CDO shall stand a watch in the 3<sup>rd</sup> deck Command Suite from 1620 until released by the Commander, Vice Commander or Executive Assistant (00B). The remainder of the duty will be stood in normal work spaces, at residence, or within a fifty mile radius of the Headquarters (with a properly functioning cell phone and pager system). On the next workday, the CDO shall report to Headquarters no later than 0645 and assist the Command Suite as required.

(2) Occasionally, due to inclement weather or emergency situations, NAVFAC Headquarters personnel will be officially excused from work by higher authority, will be prevented from reaching Headquarters, or will be required to remain overnight. During such times, essential operations must continue as outlined in enclosure (4) of this instruction.

b. Changes in the DEFCON (DEFCON 3, 2, or 1) may be brought about by an exercise or actual worsening world situation. In the case of exercises, CDOs will be briefed before assuming the watch. For actual DEFCON changes, the CDO shall immediately:

(1) Notify the Executive Assistant (00B), Director, Seabee Readiness (SR), Deputy Commander for Operations (OPS), and Director, Engineer Operations Center (EOC).

(2) Readdress the LERTCON message to the NAVFAC claimancy and PWCs.

c. In case of a change in DEFCON, the center of activity will most likely be the Navy Command Center in the Pentagon.

d. Additional information/assistance may be obtained by calling EOC or the Readiness Officer, Contingency Engineer Plans (SRP).

e. Changes in FPCON (previously known as threat conditions (THREATCON)) may be brought about by indications or warnings of terrorist activity in the National Capitol Region. These changes may be received from NCIS or NDW. Any time there is a change in FPCON, the CDO should:

(1) Immediately notify the NAVFAC Security Manager or Assistant Security Manager.

(2) Notify the Commander (00), the Vice Commander (09), 00B, the Director, Engineer Operations Group (OPS), the Director, Engineering Resources Group (ERG), the Director, Engineering Programs Group (EPG), EOC, and SR.

(3) Review the CDO Reference Binder contents, including the descriptions of threat conditions, together with a list of actions to be taken by Headquarters upon establishment of a particular threat condition.

(4) Assist NAVFAC Security Manager in setting appropriate force protection measures.

f. Changes in information operations conditions (INFOCON) may be brought about by threats to information security (e.g., viruses, worms). Changes are received via message from NCTF-CND. In case of order to set INFOCON Alfa, Bravo, Charlie, or Delta, the Duty Officer shall follow the instructions included in the duty binder. These include:

(1) Immediately notify the NAVFAC Chief Information Officer organization.

(2) Obtain a copy of the message, then update NAVFAC CIO staff.

(3) Notify 00, 09, the Director, Engineer Resources Group (ERG), and EOC.

(4) Notify Subordinate Commands by contacting them at recall numbers in CDO binder. During working hours, the EOC will assist with contacting subordinate commands.

(5) Assist NAVFAC CIO in setting INFOCON.

## 2. Assuming the Duty

a. Watch will be stood in the military uniform of the day.

b. The offgoing CDO will turn over the CDO briefcase to the oncoming CDO during their face-to-face turnover, and confirm the location of the CDO Reference Binder kept at the SRM Yeoman's desk.

c. The oncoming CDO shall check power levels of communications equipment and to replace/recharge batteries as necessary.

d. Report to the Command Suite (Bldg 109, 3<sup>rd</sup> Floor) by 1620 to assume the Command Suite watch.

3. Procedures for Standing the Command Suite Watch

a. Commencing at 1620, the CDO is responsible for performing all routine office functions normally performed by the front office administration personnel including greeting visitors, answering telephone calls, etc. However, 00S will continue to perform these functions for 00 until she secures.

b. Upon assuming the watch, the CDO shall determine the location of 00, 09, and 00B.

c. The CDO shall notify the Navy Command Center and the Naval Telecommunications Center that the watch has been set, and providing personal recall information (name, rank, CDO cellular phone number, and home phone number).

d. Cleaning Command Suite:

(1) The janitorial crew is required to clean the Command Suite to include:

- (a) Vacuum all carpets
- (b) Clean the restroom
- (c) Dust horizontal surfaces
- (d) Empty all waste baskets

(2) Arrival of the janitorial crew is expected between 1630 and 1800 daily.

(3) Unless advised to the contrary by 00/09/00B, CDOs are not to hinder janitorial crew access to the Command Suite with the exception of closed inner offices. The janitor is under no obligation to return if unable to gain access to the work area on the initial attempt.

4. Checklist for Securing the Watch at Headquarters. Unless released by 00/09/00B, the CDO is not to secure until both 00 and 09 have departed and the cleaning crew has secured. The following actions will then be taken:

a. Record your personalized telephone message and activate the voice mail messaging system as outlined in enclosure (5).

b. Forward the 685-9499 extension to the CDO cell phone as outlined in enclosure (5). If the CDO is secured prior to the Chief's departure, the CDO shall remind 00B and 00A to forward calls.

c. Verify the call forwarding is functioning by calling 685-9499 to see if the cell phone rings. Further guidance is in enclosure (5).

d. Check with 00B to receive final instructions.

e. Check and initial the Security Container Check Sheet for safe #23, located in the Command Suite storage room. If found unlocked and all front office staff have departed, see enclosure (6) for guidance.

f. Turn off lights and secure Command Suite front door (if other personnel have already secured) and the two main entrances and lights to the Chief's Board Room. Do not secure the door from the Command Suite to the Chief's Board Room.

g. Conduct a physical check of the door to the SRP Vault and SR Conference Room to ensure they are properly locked, and initial on the posted Security Container Check Sheet. This secured status will be indicated by a red light in the top row of each key pad next to the door symbol with an "X" through it (the second symbol from the right). If either door is not secure, and nobody answers the doorbell to the vault, call SRP and see enclosure (6) for guidance.

h. After 1800, conduct a physical check of all 17 doors accessible from the exterior of the building, to ensure they are properly locked. The doors, shown in figure 1, are located as follows:

- 8 - main vestibule (4 facing Patterson Avenue and 4 facing the Sanger Quadrangle)
- 2 - link
- 3 - stairwell in the northwest corner of the Sanger Quadrangle (1 on each of the three floors)
- 1 - rear of building 109
- 1 - Sanger Quadrangle arch
- 2 - supply entrance (north of main entrance on Patterson Avenue)

If any door(s) are found unsecured, attempt to secure them using the procedures found in enclosure (7) to this instruction.

i. Upon completion of rounds, the CDO may shift the watch to his/her residence or within a fifty-mile radius of the Headquarters with a properly functioning cell phone and voice mail messaging system.

5. Regular Responsibilities at Residence. The CDO shall keep the pager and cell phone activated, and ensure they are within his/her hearing, throughout the period of duty. Every two hours while awake, the CDO shall call the voice mail system to ensure there are no messages (see enclosure (5) for detailed instructions).

6. Checklist for Resuming Headquarters Watch on Workday Mornings. The following actions will be performed by the offgoing CDO:

a. Prior to 0600, call the voice mail system to ensure there are no messages on the system.

b. No later than 0645, report to the Command Suite to assist front office personnel as required. Ensure the voice mail messaging system and call forwarding has been turned off. Normally 00S will do this, but if she is not in or has not done it yet, deactivate the system using the procedures in enclosure (5) of this instruction.

c. If necessary, brief 00B and SRD of any unusual happenings.

7. Procedure for Being Relieved. The offgoing CDO and oncoming CDO will conduct a face-to-face turnover and inventory at a mutually-agreed time.

UNPLANNED CLOSURE OF HEADQUARTERS

1. General. There are several instances that could result in the necessity to close the Naval Facilities Engineering Command to routine business, including severe weather, base closure caused by increased Force Protection conditions, catastrophic failure of Headquarters building, etc. During these unplanned events, essential operations must continue, but the vast majority of Headquarters staff will be excused from work.

2. Regional Closure. In the National Capitol Region, the Office of Personnel Management is responsible for determining if severe weather (snow emergency, hurricane, etc.) or regional emergency will result in closing the federal government. By 0430, OPM will provide closure information to the media for distribution to the general public. Closure information is also available on OPM's website (www.opm.gov).

3. Base or Command Closure. Other situations may occur in which the workforce is excused from work, but the media may not obtain or distribute this information. Such situations include setting Force Protection Condition DELTA or a fire that severely damages one or more of the NAVFAC Headquarters buildings. In the event of these situations, the CDO shall notify 00 or 09, who will make a determination as to whether to close NAVFAC Headquarters, and whether or not to require key and essential personnel to report to work. Key and essential personnel have been previously designated by the command, and a complete list of key and essential personnel is in the CDO binder.

4. Command-Wide Recall. Upon determination of a closure, the CDO shall initiate a command-wide recall by notifying 00B, Group Captains, and Headquarters SES. Group Captains are responsible for maintaining recall procedures for their own directorates.

5. CDO Responsibilities During Closures. On closure days, the CDO shall report to Headquarters no later than 0645 to ensure that pertinent daily messages are received and delivered to the 00B as outlined in enclosure (8) to this instruction. If 00B is not onboard, the CDO will review the daily messages and take appropriate action. The CDO will continue to stand watch in the Command Suite and address matters as the official command representative until relieved.

FRONT OFFICE CALL TRANSFER AND VOICE MAIL PROGRAMMING  
INSTRUCTIONS

1. Call Forwarding

a. After normal working hours, upon being secured, the CDO shall forward calls coming in to the front office extension, 685-9499, to the CDO cell phone. The phone is normally programmed to automatically forward to the cell phone. To execute the call-forwarding, push the "CF ALL" button on the telephone located on the Chief's desk.

b. In the event of a power loss and reprogramming is required, the phone should be reprogrammed by dialing "\*722-99-703-304-4249#" from the Chief's desk phone.

2. Voice Mail Messaging. Additionally, it is necessary to ensure the voice mail system is configured correctly so that messages can be left and the CDO's pager will be activated, in the event the call forwarding to cell phone function is intentionally or unintentionally disengaged. The voice mail system will not notify the pager of messages unless it is activated before departing. In order to do that, the CDO must ensure:

a. The message is personalized.

b. The pager telephone number is correct.

c. The voice mail answering time schedule is correct for the day(s) of the watch (weekends/holidays and weekdays).

d. The voice mail system is activated before departure.

3. To Personalize the Telephone Message:

a. Using extension 685-9499, dial 685-7400. This is the voice mail telephone number. All procedures from here are menu driven.

b. Enter the password from the keypad. The password is located in the CDO binder.

c. Press the numbers 4-3-1-2-1 on the keypad. You can wait for the menu selections or press the numbers without waiting for instructions.

d. Record the following message:

"You have reached the Naval Facilities Engineering Command. The CDO is (RANK and NAME). The current Force Protection Condition is (FPCON Level). Please leave your name and commercial phone number and your call will be returned shortly. If you desire, you may contact me directly at (phone number) where I will be (overnight/over the weekend), you may call me on cell phone (703) 304-4249, or you may page me at 1-888-439-6779. Thank you."

e. Press the "#" sign to indicate the recording is correct. If you want to rerecord the message press the "\*" sign.

f. Turn outcall notification ON by **pressing 1**.

g. Exit the message system by pressing "\*" **three** times. Hang up when completed.

4. To Activate the Voice Mail:

a. Using extension 685-9499, dial "\*726". You should get a second dial tone.

b. Dial 685-7400. When you hear a confirmation tone, hang up.

c. Using extension 685-9499, dial "\*727". The system answering machine is now set and will notify the duty pager when a message is left.

5. To Check for Messages:

a. Dial the Voice Mail number 202-685-7400.

b. Press the "#" key.

c. Enter "685-9499" to indicate the mailbox number you want to check messages for.

d. Enter the password on the keypad.

e. Press "1" to review the messages.

6. To Deactivate the Voice Mail Messaging System: To deactivate the voice mail messaging system, use extension 685-9499 and dial "\*737".

7. To Change the Voice Mail Answering Time Schedule:

a. Using extension 685-9499, dial 685-7400 (the Voice Mail telephone number).

b. Enter the password on the keypad.

c. Press the numbers 4-4-1. You can wait for the menu selections or press the numbers without waiting for instructions.

d. Listen to the voice prompt and follow the instructions. Normally, you would set the time for forwarding calls from 6:00 PM to 7:00 AM on weekdays and 6:00 AM to 5:59 AM on weekends.

e. If you are standing watch on a weekday holiday, however, you need to program the system to forward calls for the full 24 hours during the holiday weekday.

8. To Change the Pager Telephone Number:

a. Using extension 685-9499, dial 685-7400.

b. Enter the password from the keypad.

c. Press the numbers 4-4-1-1-2. You can wait for the menu selections or press the numbers without waiting for instructions.

d. Follow the instructions for changing the pager telephone number.

CLASSIFIED MATERIAL CONTAINERS/VAULTS

1. Should classified material be received by the CDO during the watch, the CDO shall call SRP or other SR vault personnel listed on the recall list located in the CDO binder.

2. Under no circumstances will classified material be removed to the CDO's residence. In all cases, receipt of classified documents will be logged in the CDO's journal for accountability purposes. The entry shall include: originator, serial number/date or date-time-group, and number of copies.

3. Unlocked Safes/Vaults and Alarm Soundings

a. Naval District Washington (NDW) Security, (202) 433-2412 is instructed to report all instances of unlocked safes or vaults, and alarm soundings in Headquarters spaces to the CDO and to stand by such containers or space until arrival of the CDO. Building 33 contains four secure vaults as follows:

Zone 1	NAVFAC Security
Zone 2	JAG, 2 <sup>nd</sup> floor
Zone 3	NAVFAC SRP Conference Room
Zone 4	CE Vault

When called by NDW Security, the CDO shall verify which zone is in alarm. If Zone 2 is in alarm, inform NDW Security that this zone is in the JAG spaces. If Zones 1, 3, or 4 are in alarm, the CDO shall immediately report to Headquarters.

b. Upon arrival, the CDO will make an immediate on-the-spot survey to determine whether or not there was any evidence of forcible entry, possible compromise, or loss.

c. If forcible entry, compromise, or loss is suspected, the CDO will immediately notify the Security Manager and the respective safe or vault primary/alternate custodian. Caution must be exercised to protect the area for any evidence that may exist i.e., fingerprints, etc. The CDO will also obtain statements surrounding the incident from NDW Security.

d. If forcible entry, compromise, or loss is not suspected, the CDO shall personally secure the container, make an appropriate security notation report in the CDO's journal, and contact the vault primary/alternate custodian the next working day so they can conduct a complete inventory.

4. Security Violation Reports. A complete and detailed entry of all security violations shall be entered in the CDO's journal. In addition, a written report of all security violations will be made by the CDO to the Security Manager on the next workday with a copy to the directorate involved.

PERIMETER DOOR PROCEDURES

1. If a perimeter door is found unsecured the following steps should be taken to secure the building:

a. Check the blue box next to the card reader. Ensure the handle is in place and secured. If not secured, directions to reset the handle are on the blue pull plate. Use the screwdriver in the CDO bag to reset the handle.

b. If the pull plate is secured, but the perimeter door is still not secured, call the Assistant Security Manager or Security Manager at their recall numbers. If contact cannot be made, the CDO is authorized to enter the Security Office and conduct an override of the security system.

2. CDOs may access the Security Office after normal duty hours for official business as required by using the following procedures:

a. Key to office door is located in sealed envelope in the CDO briefcase.

b. Open the door by entering the cipher combination (found in the CDO binder), and turning the locking knob while turning the door key.

3. Any time entry is made to the Security Office after normal working hours, a written report will be filed with the Security Manager the following workday, explaining who made entry, when, and why it was made.

4. If an override of the security system is required, and the Security Manager or Assistant Security Manager cannot be reached, the CDO may attempt the override as follows:

a. Power on the monitor to the Computer Access System (the terminal against the back wall).

b. Enter the login and password found in the CDO binder.

c. Locking/Unlocking a Single Door.

- (1) Select **Monitors**.
- (2) Select **Commands**.
- (3) Click on **Select Type**.
- (4) Select **Readers**.

- (5) Click **Find**.
- (6) Select the location/door that requires locking or unlocking.
- (7) Click on **Select a Command**.
- (8) Select the command desired - **Lock** door or **unlock** door.
- (9) Click on **OK**.
- (10) Click **Exit**.
- (11) Click **Logoff**.

d. Locking/Unlocking ALL Doors.

- (1) Select **Monitors**.
- (2) Select **Commands**.
- (3) Click on **Select Type**.
- (4) Select **Reader Group**.
- (5) Click **Find**.
- (6) Select **Emergency Close**.
- (7) Click on **Select a Command**.
- (8) Select the command desired - **Lock** door or **unlock** door.
- (9) Click on **OK**.
- (10) Click **Exit**.
- (11) Click **Logoff**.

5. If all attempts to secure door(s) fail, contact NDW Security, (202) 433-2412, inform them of the unsecured door(s), and request them to make additional patrols until the following workday. Continue attempts to reach Security Manager and/or Assistant Security Manager.

6. A written report detailing the door(s) unable to be secured and attempts made to secure them will be provided to the Security Manager the next working day.

AFTER HOURS MESSAGE TRAFFIC

1. The CDO may be required to retrieve message traffic after normal working hours and during declared inclement weather or emergency situations.
2. After normal working hours, the CDO will be notified by NAVCOMTELSTA Washington DC if an immediate action message is received. Response to high precedence messages shall be dictated by the nature, urgency, and substance of the subject and, when possible, coordinated with the appropriate NAVFAC code. Where immediate action/response is indicated, the CDO will take such action and effect such response. If, in the CDO's opinion, the matter does not require immediate action, action may be deferred until the next workday. Such deferrals shall be logged in the CDO log and the CDO will advise the appropriate Headquarters code at the earliest reasonable time, but not later than 0800 on the next regular workday.
3. If the CDO determines that a message(s) must be reviewed, the CDO will download the messages in the mailroom in accordance with the procedures in the CDO binder. If the CDO has difficulty, he/she should call AHS/mailroom personnel, SRD, or another CDO for assistance, or, as a last resort, request the Message Center to provide him a hard copy of the message. If the immediate action message is classified, the CDO should recall the SRP personnel to download the message, per the instructions in the CDO binder.
4. During declared inclement weather or emergency situations, routine message traffic must still be processed and reviewed. The CDO should first attempt to recall AHS/mailroom personnel. If no AHS/mailroom personnel are able to reach NAVFAC HQ to download routine message traffic, the CDO shall do so.
5. After 1630 on regular workdays and as necessary on weekends, CDOs are authorized to release message traffic of any precedence, and any classification up to the security classification for which the individual officer is cleared. Procedures are in the CDO binder for preparing and releasing unclassified messages. To prepare and release classified message, recall SRP personnel. All messages should be fully prepared on disk using the Message Text Formatter (MTF) program. Messages so released will bear the title "CDO" in the "Release" block of the message form. The DTG (date-time-group) will be entered in Zulu time, by adding four hours (EDT), or five hours (EST) forward of the actual time the message is released. The CDO shall retain a copy of all outgoing messages and turn them in to NAVFAC Mail/Comm Center the next workday.

6. Assistance in typing messages may be obtained by any Headquarters secretary with the requisite security clearance. Classified traffic of a security classification higher than that for which the CDO is cleared and requiring immediate response will be referred to SRP for appropriate action.

PROPERTY PASSES

1. Policy. Proper control of government property demands the exercise of full responsibility by the individual signing the property pass to include verification of return of the same property. Routine approval of property passes by the CDO inherently weakens confidence of firm control over property involved due to additional personnel participation in the process. THEREFORE, CDOS SHOULD EXERCISE THIS PROCEDURE ON A BY-EXCEPTION-BASIS ONLY -- YOU MUST BE CONVINCED THAT NO OPTIONS EXIST AND HEADQUARTERS MISSION ACCOMPLISHMENT WILL BE IMPAIRED IF YOU DON'T ACT. Employees are expected to have property passes approved by their cognizant code authority. Provide the individual assistance in contacting their code representative through the HQ Personnel home phone roster.
2. The CDO, on occasion, may need to issue a Property Pass in order to authorize release of government/personal property during off duty hours. Accordingly, Property Passes will be maintained in the CDO's briefcase in a sealed envelope.
3. When issuing a Property Pass, CDOs should abide by the following guidelines:
  - a. Property Passes should only be issued for a fully justified need as per paragraph 1 above, and shall not be valid for more than five working days.
  - b. All portions of the Property Pass should be completed including complete identification (to include serial number) of the property being removed from the building.
  - c. An entry should be made of all pertinent information in the CDO's journal indicating Property Pass number, property involved, individual issued to, and reason for issuance of the pass.
  - d. The original copy of the Property Pass will be provided by the person removing the property to his/her Directorate.
  - e. One Property Pass copy must be delivered to SRM the next working day. SRM will ensure the cognizant Directorate is informed of the property release to verify the return of the property and close out the Property Pass. The second Property Pass copy will be maintained by the employee while the property is in his/her possession.

LEAVE FOR MILITARY PERSONNEL

1. Emergency Leave

a. CDOs are authorized to grant emergency leave to Headquarters military personnel incident to death or serious injury/illness in the member's family. The CDO will complete the electronic leave form and ensure the emergency leave address and phone number are provided.

b. One copy of the Leave Request/Authorization will accompany the member while on emergency leave. Two copies will be delivered to SRM the next workday. The CDO will notify the member's immediate military superior upon granting emergency leave.

2. Regular Leave. The CDO is authorized to grant annual leave to military personnel with the verbal concurrence of the associated Director. Procedures are the same as for emergency leave, except that in Block 10, "REGULAR", will contain an "X."

3. Leave Extension. The CDO is authorized to grant extensions to emergency and annual leave. Such extensions should normally be cleared with the associated Director. Extensions requested in person may be granted by the CDO completing Blocks 29a, b, and c of the leave form. Extension requests received by telephone may be granted verbally. Confirmation of extensions by message is not necessary unless such confirmation is needed by the requester. All extensions granted should be logged and reported to SRM the next workday.

INCOMING MILITARY PERSONNEL

1. Permanent Change of Station (PCS). Military personnel reporting to NAVFAC on PCS orders should be directed to report, with orders and records, to SRM at 0730 on the next workday. It is not necessary for incoming personnel to report in person outside of normal working hours.
  
2. Temporary Assigned Duty (TAD). Military personnel reporting to NAVFAC on TAD orders should report at the appropriate time and place for the meeting they have been ordered to attend. NAVFAC does not normally endorse TAD orders, unless specifically requested.
  
3. Reserve Training. Military reservists reporting to NAVFAC on drill weekends should check in with RP to receive the appropriate endorsement for their orders. Military reservists reporting after hours to NAVFAC on Annual Training (AT), Active Duty for Training (ADT) and Inactive Duty for Training and Travel (IDTT) orders should report at 0730 the following workday to the Reserve Personnel Division (RP) for additional instruction.

ACCESS TO OFFICE SPACES

1. Policy. Headquarters Command Suite office spaces shall be locked upon departure of the last occupant each day, after weekday evening cleaning by custodial crews, and at all times on weekends and holidays when not occupied. The CDO is authorized to open any Headquarters offices utilizing the master key on the CDO key ring.

2. Responsibility. Spaces so opened shall be subsequently secured. Appropriate entries shall be made in the journal. Entries in the CDO journal should explain why spaces needed to be opened.

SERIOUS PERSONNEL INJURY/DEATH

1. Military

a. Upon receipt of notification (and CDO confirmation, as appropriate) of serious injury or death of military personnel assigned to NAVFAC Headquarters (including USNR officers on Active Duty for Training and TAD personnel), the CDO will immediately notify SR, 00B (who will notify 00 and 09), the Director of Safety and Occupational Health (SF) and the cognizant Director, as appropriate. The Naval District Washington (NDW) CDO and CACO coordinator should also be notified by calling the NDW Duty Office.

b. Determine if the next-of-kin, if residing in the area, have been informed. If not, arrange to have notification made by a Headquarters officer, either the Director or a known close friend of the deceased. Coordinate notification with NDW CACO coordinator who is an expert in all CACO matters and should be consulted as needed.

c. Prepare and release a Personnel Casualty Report message (priority precedence). Instructions for preparation are in the Military Personnel Manual Articles 1770-010 through 1770-040, a copy of which is included in the CDO's briefcase. SRM may be called in to assist in preparing the report. (The report requires information from the deceased's service record.)

d. Upon receipt of notification of serious injury or death of any CEC Officer (active or retired) or active duty Seabee, the CDO shall make the appropriate entries in the log and notify SR and 00B. The Chief of Civil Engineers is normally an information addressee on casualty reports for CEC officers at other commands/activities.

2. Civilian. Information received on the death of any NAVFAC Headquarters civilian or contractor employee will be conveyed to the appropriate Director, SR, the Security Manager, and the Head, Headquarters Services Section (AHS). For civilian employees at field activities, the CDO shall notify SR and EOG. For deaths of civilian employees on-duty, the CDO shall also notify SF.

3. Construction Contractor. Information received on the death of any NAVFAC contractor during the performance of a NAVFAC construction contract shall be provided to EOG, EOC, and SF. The field activity in charge of the contract shall notify NAVFAC HQ by priority message within 24 hours of the mishap. Further information is provided in the duty binder.

BOMB THREATS

1. Bomb threats or incidents of a similar nature should be treated as follows:

a. Notify the NDW Security, (202) 433-2412, and the NAVFAC Security Manager immediately, providing as much information as possible. NDW Security should notify necessary agencies (fire department, police, FBI, EOD team, etc.); confirm they have done so.

b. If there is reason to believe that detonation is imminent, ensure all Headquarters spaces are evacuated through the nearest exit to the park by the waterfront. This will normally be accomplished by NDW Security Forces. The CDO's function is to assist if requested.

c. If evacuation is made during an onboard watch period, establish the watch at the nearest safe telephone and notify appropriate commands.

d. Notify the Navy Command Center in accordance with the Special Incident Reporting Manual, OPNAVINST 3100.6F, Section X, paragraph 1h. (Copy in the CDO Duty Folder.)

e. Provide as much as possible of the following information to NDW Security.

- (1) Telephone number upon which the call was received
- (2) Date/time of the call
- (3) Name of person receiving the call
- (4) Time the device was reported to explode
- (5) Location where bomb has been or will be planted
- (6) Exact words of caller
- (7) Identifiable background noises (e.g., street sounds, radio/TV, baby crying)
- (8) Inferred information on caller (sex, age, race, intelligence level); speech characteristics (accent, slang, impediment, apparent intoxication); and attitude (calm, excited, determined)
- (9) Possible suspects

(10) Any additional facts/information of note concerning the call

f. Stand by to assist search teams, security guards, etc.

g. Log all pertinent facts in the CDO journal.

h. Notify the Security Manager. Provide a copy of the information requested in paragraph 1e above during the next working day.

i. The CDO/Security Manager shall inspect spaces for unsecured classified material when it is determined to be safe to enter the office involved.

AVIATION FACILITY LICENSES

1. Authority. Aviation Facilities Licenses convey the privilege to land civilian aircraft on Navy and Marine Corps landing strips. Chief of Naval Operations has designated Naval Facilities Engineering Command to issue Aviation Facilities Licenses, primarily for aircraft needing to land at multiple facilities, but can issue for single facilities or facilities within a specific region. Base commanders can issue clearances for their bases and designated regional commanders (i.e., Atlantic Fleet, Pacific Fleet) can grant clearance for multiple locations in their region. Emergencies will be granted temporary licenses by the Air Traffic Controller at that specific installation.

2. Policy. According to SECNAVINST 3770.1C (Dec 92), new applications should be made 30 days prior to the first intended landing. Renewal applications can be made two calendar weeks prior to the first intended landing.

3. Points of Contact. To request an Aviation Facilities License from NAVFACENGCOCM, contact Ms. Audrey Taylor at (202) 685-9202, Mr. Mike Henson at (202) 685-9199, or Mr. Richard Engel at (202) 685-9203. If this request is being made after hours, leave a message with Ms. Taylor.